



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-46

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Taxable Fringe Benefits Reporting

Office of Statewide Reporting and Accounting Policy's (OSRAP) Policy and Procedures Memorandum (PPM) 73 requires that agencies report to the Commissioner of Administration certain information about employee fringe benefits. OSRAP requires that the report be submitted by February 1 of each calendar year for the preceding calendar year. OSRAP has extended this year's deadline to February 14. Refer to the link below for OSRAP Memo #03-23.

http://www.doa.state.la.us/OSRAP/library/memos/03/OSRAP_03_23.pdf

The ISIS HR Time and Expenditure Report (transaction code ZF62) can be used to obtain the ISIS information for taxable fringe benefits processed through ISIS HR. Agencies should use the variant "SOL_PPM73", and run the report for period 01-2002 through 26-2002 (include off cycle runs). Note: If running for a large personnel area, the report should be run in the background. The variant includes the following wage types:

<u>Wage Type</u>	<u>Paid Wage Type</u>	<u>Description</u>
0101	101A – 101F	Housing Allowance
0105	105A – 105F	Meal Allowance
0110	110A – 110F	Personal Vehicle Usage
0114	114A – 114F	Allowance
0115	115A – 115F	Allowance Non-Cash
0225	225A – 225F	Usage of State Vehicle

If there are any additional wages types utilized by agencies for the payment or reporting of taxable fringe benefits, an agency specific variant should be created using the current variant as a starting point.

Contact Inga Kimbrough or Sue Seab of OSRAP at (225) 342-0708 for questions about PPM73 and reporting. Call the ISIS HR Help Desk for questions on running ZF62. Direct other questions to a member of the OSUP Wage and Tax Administration Unit at (225):

Rachel Bryant	342-1651	Wendy Eggert	219-0191
Lawanna Green	342-0714	Dorothy Piazza	342-1652

JWC:APH:kmb